

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 04/24/04 - 05/29/04

Activity Report		
Task	Hours This Period	Comments
Active Tasks		
PSAP STRATEGIC PLANNING (1660)	6.25	
1. <i>Region</i> . Continued to monitor Phase I pending issues moving toward Phase II project tasks. Update database as needed. Revised plans to reflect current status, accomplishments, and problems. Determined items to finalize Phase I for PSAPs, for final testing, and to continue deployment of Phase II for PSAPs. Reviewed items with each PSAP on individual basis.	5.00	Reviewed and revised each PSAP's project plan on a periodic basis. Discussed with appropriate director, staff, or technician.
2. <i>Region</i> . Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such. Provided more specific details to Sr. Project Manager.	1.25	
PSAP ASSESSMENTS (1661)	1.50	
1. <i>City of Waynesboro</i> . Followed up on	1.50	Assisted with CPE display issue. Preparing for CPE software modification with vendor to allow multiple ALI formats.
FUNDING REQUEST/TRUE UP ASSISTANCE (1662)	13.50	
1. <i>Region</i> . Reviewed guidelines for upcoming true up.	1.75	Review to prepare for upcoming true up.
2. <i>City of Staunton</i> . Met with and did follow up work with Sgt., Director of Finance, and city staff regarding the funding process and true up. Made contact with LEC to confirm charges and payments for documentation.	11.75	Reviewed documentation and assisted City with preparation for upcoming true up.
LEC/WSP LIAISON (1663) and ACCEPTANCE TESTING (1615)	49.75	
1. <i>Augusta County</i> . Followed up the County and C1 re deployment last month. Everything complete with Phase I. Completed Phase II draft letter and sent to Coordinator. Letters were sent out. Phase II requests have been made. Reviewed information for new NPI site. Discussed and followed up with Coordinator. Reviewed emergency contact information with Coordinator. Obtained information to be provided as packet of all contact information for carriers. Contacted Triton concerning overflow routing; carrier does not want to route calls to a fast busy signal.	5.25	
2. <i>Harrisonburg/Rockingham County</i> . Conference call with C1 and subsequent follow up for pending Phase II deployment. C1 and TSI are currently in negotiations regarding Phase II deployment. Made contact and did follow up work regarding T-Mobile's service for this PSAP. Still working to verify.	5.25	

3. <i>Nelson County</i> . Participated in C1 status call. Trunks that had to be re-ordered and are to be installed June 8 or 9. Followed up with Coordinator to prepare for testing the middle of June. Alltel tested to determine if Intrado's database change corrected the display issue; this did not. Coordinator is to contact CPE vendor to make configuration changes. Discussed and followed up with Coordinator. Reviewed emergency contact information with Coordinator. Obtained information to be provided as packet of all contact information for carriers. Reviewed contact information to send Phase II RFS.	5.75	<p>Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns. Some task overlap with Acceptance Testing task items. Entire Region/Individual PSAPs: Coordinated testing with WSPs, PSAPs, and LRK staff. Reviewed TVWs prior to test dates. Facilitated testing. Follow up on pending test issues. Updated PSAP information with such. Continued to review CMRS reports and validate. Continued contact with all carriers to review status of each PSAP. Followed up on discrepancies. Reviewed status with LRK staff. Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems. Followed up on pending issues. Some task overlap with LEC/WSP Liaison task items</p>
4. <i>Rockbridge County</i> . Coordinated and facilitated testing with T-Mobile. All issues are resolved. T-Mobile successfully deployed Phase I. Phase II has already been requested. This PSAP has deployed all possible carriers with Phase II. Reviewed emergency contact information with Coordinator. Obtained information to be provided as packet of all contact information for carriers.	12.75	
5. <i>City of Staunton</i> . Reviewed contact information to send Phase II RFS. Reviewed emergency contact information with Coordinator. Obtained information to be provided as packet of all contact information for carriers.	3.00	
6. <i>City of Waynesboro</i> . Participated in C1 status call. Coordinated and facilitated testing with C1 for Phase II. Testing was not successful. ALI format modifications did not resolve issue. However, during testing while working with VZ a format was tested that allowed for the correct ALI display. It was determined to use this temporary format until PSAP moves to Phase II. Rescheduled for C1 and scheduled for Triton the first week of June. Reviewed contact information to send Phase II RFS. Reviewed emergency contact information with Coordinator. Obtained information to be provided as packet of all contact information for carriers.	17.75	
INSTALLATION OVERSIGHT (1614)	0.00	
CUT-OVER ASSISTANCE (1664)	0.00	
SYSTEM IMPLEMENTATION (1641)	0.00	
MAPPING/GIS ASSISTANCE (1642)	3.00	
1. <i>Augusta County</i> . Assisted with obtaining current CRS information for GIS Coordinator to create cell tower coverage layer.	1.25	Assisted PSAPs with display product issues.
2. <i>Nelson County</i> . Discussed mapping display product procurement with Coordinator. Spoke with vendors and scheduled meeting for next month.	1.75	
PROJECT REPORTING (1652)	14.75	
1. <i>Region</i> . Collected information and prepared monthly report for WSB. Reviewed with directors. Continued to work closely with WSPs to confirm and verify dates and action items. Reviewed with supervisor. Updated database.	14.75	Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review.

TRAINING (1665)		0.00	
TOTAL HOURS		88.75	
Completed Tasks			
PSAP Assessments	Entire Region		
Equipment Installations/Upgrades	See Attached PSAP Status Update		
Deployments	See Attached PSAP Status Update		
FY 02 True Ups Submitted	Entire Region		
FY 03 Requests Submitted	Entire Region		
FY 03 True Ups Submitted	Entire Region		
FY 04 Request Submitted	Entire Region		
FY 05 Request Submitted	Entire Region		
Issues of Importance / Accomplishments			
Equipment Installations/Upgrades Pending - See Attached PSAP Status Update.			
Deployment Issues - See Attached PSAP Status Update.			